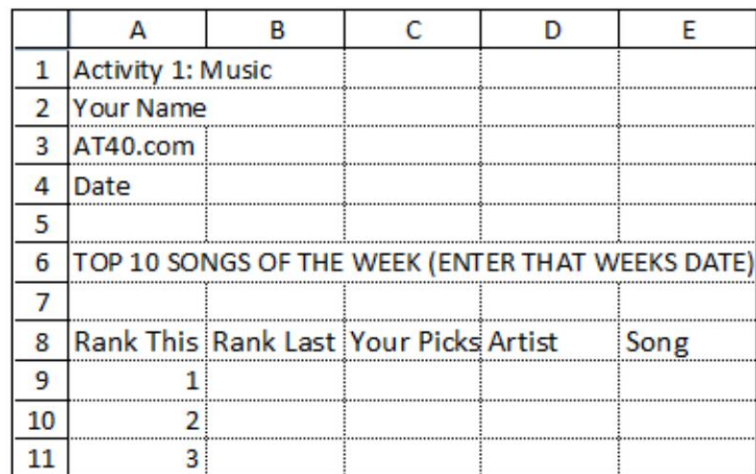


TOP 10 MUSIC FINAL

This activity has four phases. You will be combining a variety of skills into one activity. There are a variety of skills you will be demonstrating as you complete this Music Activity.

PHASE 1 – SETTING UP AND ENTERING DATA INTO A SPREADSHEET

1. Retrieve the spreadsheet you created about the top 10 songs or create a new one using this as a guide. Update the information to last week's top 10 songs.
2. Set up the spreadsheet following this example we used earlier in the year.



	A	B	C	D	E
1	Activity 1: Music				
2	Your Name				
3	AT40.com				
4	Date				
5					
6	TOP 10 SONGS OF THE WEEK (ENTER THAT WEEKS DATE)				
7					
8	Rank This	Rank Last	Your Picks	Artist	Song
9	1				
10	2				
11	3				

3. Type the data, using the website to complete the spreadsheet. Go to www.at40.com. It is a music website where the latest rankings can be found. It shares a variety of other information about artists and entertainment news.
 - a. (Do not worry about formatting)
 - b. Notice how the cell address changes with each entry
 - c. Carefully proofread your work for accuracy. Making sure it matches the example.
4. Save the worksheet as MUSICFINAL in your Spreadsheet Folder.

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TOP 10 MUSIC FINAL

PHASE 2- FORMATTING

- Row 8, cells A8:E – **wrap text, center align** and **bold**
- Row 6 - **merge and center cells** A6:E6, increase the chart title **font** by 2 sizes,
- Columns D and E **auto fit** (hover between D&E and E&F until double arrow shows then double click)
- Move and use current date in cell E1
- Show Mrs. Nichols the Print preview and that it is saved in the correct folder system.

	A	B	C	D	E
1	Activity 1: Music				4/16/2013
2	Student Name				
3	AT40.com				
4					
5					
6	TOP 10 SONGS OF THE WEEK APRIL 13, 2012				
7					
8	Rank This Week	Rank Last Week	Your Picks	Artist	Song
9	1	2		Maroon 5	Daylight
10	2	3		Bruno Mars	When I Was Your Man
11	3	1		Macklemore & Ryan Lewis	Thrift Shop
12	4	4		Justin Timberlake	Suit & Tie
13	5	5		Calvin Harris	Sweet Nothing
14	6	6		Swedish House Mafia	Don't You Worry Child
15	7	8		Rihanna	Stay
16	8	11		Pitbull	Feel This Moment
17	9	9		Taylor Swift	I Knew You Trouble
18	10	10		Imagine Dragons	It's Time

PHASE 3 – CHALLENGE

- Select all and format the information you entered to "text".
 - Ways to SELECT ALL**
 - Select all by pressing control "ctrl+A"
 - Click the box between A and 1 where the columns and rows begin
 - Use your mouse to select the exact information you want
 - Ways to FORMAT**
 - Opposite mouse click (commonly a right click) and select format.
 - Use the Number tool on the home ribbon
- Sort the information using a different set of information, like by artist or by song or by your rating (sort is A to Z with arrow). YOUR CHOICE of what to sort.
- Format the date to a date that makes sense.

TOP 10 MUSIC FINAL

PHASE 4 – DEMONSTRATING YOUR LEARNING

You will research a unique attribute about each song, like how many downloads or money earned by song and add this data to the spreadsheet.

- One website to use is www.digitalsalesdata.com find the **HERE** and click it. (Please share if you find a site.)
 - SelectUSA
<http://www.digitalsalesdata.com/diydsd.php>
- Add a **column and name it** appropriately.
- Look up each song and **enter** their unique information, like *total sales in last 24 hours*.
- **Format this data as currency** – must have commas and dollars not inputted by you!
- **Sum or add using Excel formulas the totals.** *In this example it would be the total sales for these top songs for this particular 24 hours.*

Be more efficient – go to the start bar and opposite mouse click, select view or show windows horizontally or side by side. Use the “cntrl + F” function to find the songs faster.

PHASE 5 - GRAPHING

You will create a visual, a graph, of the data you have compiled. It must make sense and be clearly understood by others.

The best graph in this case is a **bar graph**, because it will show the differences between each of the top 10 songs. Songs are the most unique identifier; they are the most closely related to the data you enter. Think about it artists have many songs; each song generates different amounts of money or downloads. This all means that your bar graph must have **songs as the Y axis** and **money or downloads are the X axis**.

Next, labels everything needs **titles and labels**. I must be able to read it a clearly understand it!

To make a graph –

1. Select the cells that contain the data you want to graph.
2. Go to the INSERT ribbon choose a column or bar graph.
3. Explore the options that now appear **CHART TOOLS: DESIGN, LAYOUT, and FORMAT** – what are all these new choices! *(Don't be scared learn click explore, then delete the chart/graph and make one that you know will work right for this job!)*
4. Show me what you create when learning!
5. And show me the final graph that communicates this data the most effectively!

SPREADSHEET SKILLS	Master to the level of knowing how	Learning in Progress <small>new</small> this lesson graded on effort and ability to explore and try new tools on own	
Opening and saving a spreadsheet	X		
Entering Data into columns and rows	X		
Identifying a cells address	X		
Print Preview	X		
Retrieve a saved file	X		
Change columns widths	X		
Format cells – Text, date, number	X		
Sort in ascending or descending order	X		
Wrap Text	x		
Merge Cells	X		
Align Data	X		
Use text style enhancements (bold, underline, italicize)	X		
Create Charts/Graphs/Visuals	X		
Add numbers using a formula	X		
Enhance charts by changing colors and font sizes	x		